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5 March 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. PERSONNEL MATTERS

We have made the following personnel assignments within Support School:

25X1A9a Mr. [ ] is now Deputy Chief for Administrative Training (DC/SUS-AT)

25X1A9a Mr. [ ] is now Deputy Chief for Management Training (DC/SUS-MT)

25X1A9a Mr. [ ] is now a member of the staff of MEDC

25X1A9a vice Mr. [ ]

25X1A9a Mrs. [ ] is now Senior Training Assistant for Administrative Training

25X1A9a Mrs. [ ] is now Training Assistant for the MEDC

25X1A9a Mrs. [ ] is now Training Assistant for the Management Training Faculty

B. MANAGEMENT TRAINING

1. GENERAL

25X1A5a1 a. A three-day seminar on "Microfilm Information Systems" began on 3 March for 35 employees (32-DDS, 1-O/PPB, 1-DDI, and 1-DDS&T). The seminar is being conducted by Mr. [ ] New York. OTR is monitoring this running with the expectation of taking over the administrative responsibility of the next seminar tentatively scheduled for May.

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- b. The special Performance Appraisal Workshop, a joint Office of Logistics/Office of Training endeavor, developed by the Support School and Printing Services Division (PSD) for the latter will be run twice at PSD on 9 and 11 March 1971. Approximately 46 students are enrolled - half will attend two morning sessions and half two afternoon sessions. Mr. [REDACTED] 25X1A9a Technical Services Division, Training Officer, evinced interest in this Workshop and has been invited to monitor it.

2. SUPERVISION

In the current Supervision Course, 1-5 March 1971, a particular effort was made to stress two points during the Communications bloc of instruction: first, the older supervisor's responsibility to establish effective two-way communication with his younger subordinates and, second, the necessity for the supervisor to insure that new employees are able to relate their functions to the broader missions and functions of the Agency. Students evinced interest in both points.

3. MEDC

- a. The 27th Midcareer Class returned from its field trip to Warren Air Force Base, Wyoming; Manned Spacecraft Center, Houston, Texas; and NASA, Cape Kennedy, Florida on Thursday, 25 February 1971. This was one of the best field trips to date. The tours of Warren Air Force Base and Cape Kennedy were particularly outstanding.
- b. The commencement address for MEDC #27 was given by General Maxwell Taylor who spoke on the use of intelligence by policy makers. His talk was very well received by the students and a lively discussion period followed.
- c. The final session with the Director had to be canceled because of a White House appointment. Colonel White came in his place but he spoke only for a few minutes since he had had a session with the class earlier in the course. Colonel White closed the course by handing out the certificates to the students.

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4. AM(P)

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The 22nd running of the AM(P) Course was conducted [ ] the week of 22 February for 27 students. The critiques were quite favorable and comments from the students indicated that it was a week well spent. One of the students said in departing Friday "this was the best three-week course I've ever taken. "  
(sic!)

C. ADMINISTRATIVE TRAINING

1. ADMINISTRATIVE PROCEDURES COURSE

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On 1 March, Mrs. [ ] gave four hours of tutorial training on CS Records to a student who had attended the last Administrative Procedures Course but who had been unable to be present for the last half day of the course. The student could not be rescheduled for Part II of the next running of the course because she will leave 14 March for an overseas assignment.

2. CLERICAL TRAINING FACULTY

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a. On 18 February 1971, Mr. [ ] made a presentation on the Instruction Analyzer System and Tecnamation Techniques. As a result of this presentation several slides are being prepared by the Visual Aids Branch which will be used both to welcome the students to each course and to identify the instructor. Much interest was expressed concerning the Instruction Analyzer and it is hoped that such a system can be used in the classrooms of the Clerical Training Faculty in the near future.

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b. Mr. [ ], Chief, Recruitment Division, Office of Personnel, forwarded a brochure on the Katharine Gibbs Training Program sent to him by Mr. [ ] an Agency recruiter [ ]. The brochure was produced by the Katharine Gibbs School of Boston and described a concentrated 8-week course in basic business skills for college graduates and students nearing graduation. Mr. [ ] asked for our analysis of the proposed program.

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We responded to the effect that the typing goals, while somewhat high, were conceivably capable of being achieved in an accelerated, short-term course, but that the shorthand goal was less realistic and even if the student achieved it (60 words a minute) she would still fall short of having a skill of practical value to this Agency or one that would enable her to meet Agency qualifications in shorthand.

- c. A second CRS typewriting training course will be scheduled for approximately 5 weeks duration. It will begin on 15 March and will be conducted from 0830 to 1030 each day. Pretests will be administered on 10 March. The instructor for this course will be Mrs.  25X1A9a

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Chief, Support School

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